

FOLLOW UP

ITEM

1. Public Hearing – Discounting Water and Sewer Connection Fees Purchased in Bulk
(Approved discount in water and sewer connection fees purchased in bulk (twenty connections or more) per advertised at \$425.00 per household per connection for both water and sewer; advise PSA billing staff; place in PSA policy manual)

Ms. Burchett/
Ms. Hanks

2. Reports from the County Administrator & Staff:
 - a. Collection Staff Activity:
 1. Adjustments
 2. Inmate Availability Reports
 3. Balance Due Report
 4. Lien Report
 5. Work Order Count
(Reviewed all listed; approved adjustments in the credit amount of \$2,668.05)

Ms. Sayers

 - b. Drop Site Regulations
(Reviewed current regulations; comments and suggestions requested from Board members for possible changes to guidelines; reviewed changes proposed by the Board of Supervisors; place on PSA agenda for approval once all proposed changes have been made)

Ms. Hanks

 - c. Management and Operation Agreement for Pulaski County Central Water & Sewer Project
(Approved agreement with one correction noted on page 4, Section 3.3, word “will” to be changed to “with”; send to Shawn Utt of Planning District Commission for submission to Rural Development)

Ms. Hanks/Mr. Utt

 - d. White Pine Enterprises, Inc. Account
(The Board reviewed correspondence from Sam Campbell, attorney at law, regarding collection efforts for refuse service provided to the former Pulaski Appliance store and apartment building in the Town of Pulaski)

e. Request by Scott Hillyard for Reduction in Dumpster Cost:
(Reviewed; no action taken)

f. Informational Items

1. Personnel Changes
2. Virginia Wastewater Revolving Loan Program
3. Demand for Mobile Home Park Sites
4. Listing of PSA Accounts 90 Days Old
5. Industry Follow-up

(Reviewed all listed with the exception of #4;
staff to provide listing of PSA account 90 days or
older in next packet to Board)

Mr. Bell

g. Current Authorized Projects & Items Under Review

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Water and Sewer Extension
3. Water & Sewer Extensions Preliminary Engineering Reports
4. Collier Acres Sewer Extension with Commerce Park Development
5. Gateway Mobile Home Park Water & Sewer Extension Engineering
6. Water Hydrant Flushing

(Reviewed all listed)

3. Approval of January 13, 2003 Minutes
(Approved as submitted)

Ms. Hanks

4. Accounts Payable
(Approved subject to audit)

Ms. Sayers

5. Closed Meeting - Closed Meeting –2.2-3711.A.1.3.5.7
(Authorized Sam Campbell, attorney at law, to correspond
and negotiate with White Pine Enterprises pertaining to
their delinquent account, with Mr. Campbell authorized
to waive some penalty and interest in order to get the
account cleared up; place on future PSA agenda as
necessary)

Ms. Hanks

6. Other Matters
(Staff reported of PSA refuse department possibly changes
including changes in routing, ability to allow refuse employees
to work in other departments one day per week, and return to
a 40 hour per week work schedule for the PSA refuse
department employees)

7. Adjournment

February 6, 2003

TO: PSA Board of Directors

FROM: Staff

SUBJECT: Reports from the County Administrator and Staff

- a. Collection Staff Activity:
 1. Adjustments – Adjustments totaling \$2,668.05 cr. submitted as shown on the ***enclosed***.
 2. Inmate Availability Reports – Staff reports the inmate count for January provided two inmates per day.
 3. Balance Due Report – See ***enclosed***.
 4. Lien Report – See ***enclosed***.
 5. Work Order Count – 5 brush; 10 large item; 2 tires; 1 refrigerator.
- b. Drop Site Regulations – ***Enclosed*** are drop site regulations as they currently stand and as recently reviewed by the Board following some confusion regarding items allowed for receipt at the centers. The concern of the Board of Supervisors was in being sure the centers are user friendly as possible, while avoiding abuse by contractors or other commercial users. I would appreciate comments and suggestions for possible changes to the guidelines. I would plan to incorporate any changes adopted by the PSA with increased emphasis on customer service.
- c. Management and Operation Agreement for Pulaski County Central Water & Sewer Project – ***Enclosed*** is the management and operations agreement required by Rural Development. This agreement allows for the PSA operation of the water and sewer system expansion while the Board of Supervisors is ultimately responsible for debt service.
- d. White Pine Enterprises, Inc. Account – ***Enclosed*** is correspondence from Sam Campbell regarding collections efforts for service provided to the former Pulaski Appliance store located at the corner of Main Street and Jefferson Avenue in the Town of Pulaski.

e. Request by Scott Hillyard for Reduction in Dumpster Cost - ***Enclosed*** is a request from Mr. Hillyard for reduction in his PSA dumpster costs at the Subway in Fairlawn. Staff is investigating the matter and may have further information to report at the PSA meeting.

f. Informational Items:

1. Personnel Changes – See ***enclosed*** update of recent personnel changes.

In addition, Ms. Melissa Anderson, meter reader for the PSA, has advised that she will be going back to work for Volvo, when and if she is called back to work by them. Therefore, plans are to go ahead and recruit for this position through the Virginia Employment Commission Office and post the position internally

2. Virginia Wastewater Revolving Loan Program – ***Enclosed*** are the details of a loan offer from the Virginia Department of Environmental Quality for the installation of public sewer service. The loan offer should most appropriately first be made to the Sewerage Authority since the project would be in that service area.

3. Demand for Mobile Home Park Sites - ***Enclosed*** is a response from Jim Whited regarding local demand for mobile home park sites. In a related matter, I have asked Shawn Utt to develop a schedule for the construction of the water and sewer service expansion for the Polyester Mobile Home Park.

4. Listing of PSA Accounts 90 Days Old – A listing, as requested at the January meeting, will either be ***enclosed*** with this packet or distributed at the Board meeting on Monday.

5. Industry Follow-up – The prospective industry discussed in January has put their project on a 2-year hold.

g. Current Authorized Projects & Items Under Review

1. Cloyd's Mountain Sewer Extension by VDOT
2. New River Industrial Park Water and Sewer Extension
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4. Collier Acres Sewer Extension with Commerce Park Development
5. Gateway Mobile Home Park Water & Sewer Extension Engineering
6. Water Hydrant Flushing

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February 6, 2003

TO: PSA Board of Directors
FROM: Peter Huber, County Administrator
SUBJECT: Closed Meeting – 2.2-3711.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

- None

Personnel:

- Employee Terminations - **Enclosed** are letters to Scott Roseberry and Robert Byrd terminating employment by the PSA for violation of workplace violence policies. Also **enclosed** is a draft of my thoughts regarding the possible restructuring of refuse department work schedules, as well as responses from other jurisdictions regarding scheduling issues.

Prospective Industry:

- None

Legal Matters:

- None

PMH/gh

CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the February 10, 2003 Public Service Authority Board of Directors meeting:

It was moved by _____, seconded by _____ and carried, that the Public Service Authority Board of Directors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.2-3711(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- ◆ None

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Employee Terminations

Prospective Industry – Pursuant to Virginia Code Section 2.2-3711(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- ◆ None

Legal Matters – Pursuant to Virginia Code Section 2.2-3711(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- ◆ None

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____